

NATURAL RESOURCES CANADA

Policy Committee on Health and Safety (PCOHS) Minutes of the November 15, 2010 Meeting

Committee Members:

Martin Côté, Employee Co-Chair (P)
Monique Paquin, Management Co-Chair alternate (P)
Mario Riopel, MMS (P)
Sylvain Lemay, ESS alternate (P)
Nick Humphreys, Union of Environment Workers (UEW) - PSAC (A)
John Hogan, IETS alternate (P)
Chuck Davis, CFS (A)
Elaine Tremblay, Personnel Administration Group alternate (P)
Bernie Brotschi, Natural Resources Union (NRU) – PSAC (P)
Allan Howatson, Canadian Association of Professional Employees (CAPE) (P)
Sylvain Lapierre, Association of Certified Financial Officers (ACFO) (P)

All Bargaining Agents Represented.

Technical Advisors:

J-F Duperré, Security, Safety and Emergency Management Division (SSEMD) (P)
Naki Theocharides, SSEMD (P)
Manon Desormeaux, UEW- PSAC (P)
Nathalie Leblanc, Labour Relations Values and Ethics Unit (LRVEU) (P)
Patrice Lascelles, NRU (P)

(A) – Absent

(P) - Present

MEETING:

1. Opening Remarks

The Employee Co-Chair chaired the meeting.

Follow-Up Action: N/A

2. Approval of Agenda

The agenda was approved.

Follow-Up Action: N/A

3. Adoption of Previous Minutes

Both Co-Chairs indicated that the minutes are to be a summary of discussion and decisions, therefore, eliminating the need to reference names.

The minutes of the September 20, 2010 meeting were adopted as written.

Follow-Up Action: N/A

4. Business Arising From Previous Minutes

a. Update from Sub-Committee on Accommodation and Environmental Sensitivities:

The paper and strategy were developed and distributed at the September meeting. It was requested that the Departmental OHS Office be invited to meetings of the Sub-Committee.

Follow-Up Action: Sub-Committee to update at next meeting.

b. Update - Seasonal Flu Clinics:

Clinics are being held in the National Capital Region and regional locations. The number of participants is down. To date, three regional clinics have been held with 55 people immunized.

Follow-Up Action: The Departmental OHS Office will continue to track this item.

c. Mandatory Training for Managers and Supervisors:

The Committee was advised that 801 invitations to managers and supervisors have been sent out in two waves from July to November 2010. A third wave is scheduled for January 2011. With 205 passwords available, 188 have been issued. To date, 30 managers and supervisors have successfully completed the on-line course.

The Management Co-Chair will remind the Departmental Management Committee (DMC) to encourage their managers and supervisors to take this mandatory training. DMC will be advised of what managers and supervisors still need to take the training.

Follow-Up Action: The Security, Safety and Emergency Management Division (SSEMD) will continue to track this item.

d. Radon Testing Update:

The status of the re-testing of one room located in Building 3, Observatory Complex, was not available.

Follow-Up Action: SSEMD to continue to track this item.

e. Fluorine Spill at 601 Booth Street:

The Earth Sciences Sector team investigated, prepared and submitted their report to management. Lessons learned show that information sharing is critical to keeping employees up to date.

The Steering Committee on Emergency Response is working on an emergency response plan with a target date for completion of March 2011. The Steering Committee will be invited to give a presentation at a future PCOHS meeting.

Follow-Up Action: SSEMD to continue to track this item.

f. WPHSC Major Issues:

No additional issues to report.

Follow-Up Action: N/A

g. Standing Issues:

- **Automated External Defibrillators (AED) Program:**

No new update.

Follow-Up Action: N/A

- **Ergonomic Evaluation:**

No update available.

Follow-Up Action: N/A

5. New Business

a. Terms of Reference Review:

The terms of reference are to be reviewed by members. Comments are to be sent to the Departmental OHS Office. A summary will be prepared and circulated two weeks prior to the next meeting. Discussion of the terms of reference will take place at the February 2011 meeting.

Follow-Up Action: SSEMD to track this issue.

b. Revised OHS Directive – Overview:

The Executive Committee of the National Joint Council recently announced its acceptance of the Occupational Health and Safety Committee's cyclical review of the OHS directive. The revised NJC OHS Directive is effective January 1, 2011.

SSEMD is analyzing the impacts of the revised directive. Some of the issues highlighted may not have an impact on policy but may affect how things are done. SSEMD will be meeting with departmental partners to discuss issues affecting their areas.

Follow-Up Action: SSEMD to monitor and track this issue.

6. Round Table

- Monitoring and oversight is an important part of the Departmental OHS Office's mandate. In the new fiscal year, the Departmental OHS Office will be conducting a survey of five areas: building emergency organizations, lab safety, work place health and safety committees, hazard prevention program and management training.

The survey results will be similar to MAF ratings and will reflect on strengths, weaknesses and opportunities for improvement.

Follow-Up Action: SSEMD to present findings as soon as they become available.

- The meeting room 301, 588 Booth have been reserved for 2011. Members requested a meeting scheduler in advance.

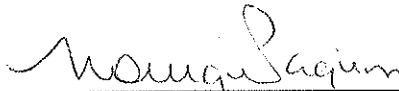
Follow-Up Action: SSEMD will send meeting invites after the November meeting.

7. Next Meeting

The next meeting is scheduled for February 21, 2011 in Room 301, 588 Booth Street.

8. Adjournment

Meeting adjourned at 14:30.



Management Co-Chair



Employee Co-Chair

Distribution: Policy Committee Members; TBS, NRCan OHS Team; Local WPHS Committees